

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
NOVEMBER 14, 2011**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Iris Larsson, LeeAnn Manke, Maureen O'Connor Lyons (left at 8:30 PM), Tony Palermino, Eric Rothauser, Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Dennis Doyle, Anna Eddy, Judy Igielski, Pauline Kruk, Neil Ryan, Sue Wright

STAFF

Donna Miller, Library Director
Lisa Masten, Assistant Library Director
Gail Whitney, Secretary for the Board

FRIENDS

Natalie Harbeson

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:06 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Maureen commented that she had left last month before the discussion on the ByLaws Committee, and she would like to serve on that Committee.

Judy was not in attendance and Donna reported that there was no correspondence.

MOTION: Paul Crosswaith made a motion to accept the minutes of the regular monthly meeting of October 17, 2011, Trudie Walker seconded the motion, and the motion to accept the minutes of the regular monthly meeting of October 17, 2011 was unanimously approved with an 8-0 vote.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris stated she had no report.

V. LIBRARY DIRECTOR'S REPORT

Donna stated that she had emailed the monthly report to the Board for their review in case they had any questions this evening. She also noted that in their packets was a copy of the updated committee assignments and library board meeting dates.

Donna attended the Association of Connecticut Library Boards conference on November 10th. Paul, Eric, and Natalie were also in attendance at this conference; Eric and Natalie were presenters on a program about Trustees and Friends Working Together. Donna attended a seminar on library board basics. Paul attended a seminar on flood, fires, and disaster recovery plans. There was discussion on the library getting a generator, or having a generator included in the expansion plans. Donna commented on storm damage: minimal damage to the building, trees down, and some branches. The library had no power and was closed Monday through Wednesday (10/31/11 – 11/2/11) and reopened Thursday. The library was very busy Thursday and Friday because people who didn't have power came in to charge their phones, use wireless access, and the Internet stations were packed. Newington High School was open as a shelter for Town residents and staff members Lisa Master, Michelle Royer, Terri Planco, Lynn Caley, and Joanne Cocola worked at the shelter.

Donna will be meeting with Bob Korpak and the Facilities Department on fixing the skylight on a short term and long term basis. There will also be discussion on a package deal with the Library, the Senior and Disabled Center and the Town Hall for roof repairs on all buildings as a CIP request.

Sunday, November 6th was the first Sunday opening and 258 people used the library. On Sunday, November 13th 279 people used the library. Circulation reported items checked out exceeded 500.

Staff will hold a program meeting on December 12th and Shirlee-Ann Kober and Donna will discuss the Hanel event for March or April.

Natalie commented that someone was in the men's room when the power went out and suggested emergency lighting be installed in the bathrooms.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa reported that on the Thursday when the library reopened, three express Internet stations were made available to the public because of the overall demand. They were turned back on Monday. The Friends generously donated an E-literacy computer for the Children's Department. A new piece of furniture has been placed in the lobby which will house the electronic sign for upcoming library events; this will be done as a PowerPoint presentation. The first of the Tech Nights at the Library series was cancelled due to the power outage; this E-Reader Tech Night has been rescheduled for February 28th. The Tech Night held on November 13th was presented by Best Buy and was on MP3 and iPods. On November 15th Best Buy and PC Richard will present a program on computers, laptops, Netbooks, and Tablets. On November 29th Roy Zartarian will present a program on digital cameras. The library will host an E-Book Boot Camp on December 8th about downloadable books, the Nook Tablet, Nook Touch, Kindle Fire, and Kindle Touch.

VII. FRIENDS OF THE LIBRARY

Natalie reported that anyone who is a Friend of the Library should have received their Book Sale flyer; additionally every Board member had one in their packet. The Book Sale is scheduled for Friday, Saturday, and Sunday, November 18, 19, and 20 and will be held at the Senior and Disabled Center. Natalie passed around a volunteer sign-up sheet. She also reported that the

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“Hug-the-library” event held on October 15th was the end of the year-long 50th Anniversary Celebration for the Friends; the year had many events and activities and was successful.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie stated she had no report.

B. Investment Committee

Neil was not in attendance.

C. House Committee

Diane reported that the walk-through was held on October 22nd. Most items noted were cosmetic: painting windows and window skills, repairing upholstery. The outside looks good other than maybe some powerwashing, cobwebs, and a broken window. Bianca Signs replaced the trim, repainted, and fixed the sign on November 8th. Other items noted were cleaning out the gutters, the old front door on the front of the building, emergency exit doors, and the stairwell.

Eric asked if staff have heard any comments about the fencing, the bike rack, or the lighting. Iris commented that the empty lot looks great and the Town is doing a good job keeping up the lawn maintenance.

D. Facility and Site

Maureen reported that at this time the House and Facility and Site Committees are combining their efforts. The walk-through was very good and she was impressed with the basement.

LeeAnn asked about looking into a generator for the Library, and is there something that the Library should or should not be doing with regard to weather related issues like that what took place the first week of November. She asked what would need to be done in order to keep the Library open during a time period like during the storm and would there be any staffing issues if the Library was to open on a limited capacity.

E. Fund Development

Pauline was not in attendance.

F. Budget

Eric stated he had no report.

IX. OLD BUSINESS

A. Circulation Desk Area Reconfiguration

Donna reported that cleaning up the circulation desk is still taking place with rearranging, and moving the C-Car bin area. Once the closet in the Community Room is built, the laptop charging cart can be moved out of the Collection Management area, and the CCAR area can be moved into the back room. Lisa is working on a new computer workstation and telephone for that area. Janis Newell has the floor plan ready for this reconfiguration.

X. NEW BUSINESS

A. Long Range Strategic Plan Consultant

Donna stated that she is waiting to speak with Anna regarding hiring Simone Joyeaux for this project. Simone worked on the original Long Range Strategic Plan 10 years ago and she is interested in working on the update. Donna had a list of other consultants, some she has worked with in the past. She spoke with Chris Donahue of the Donahue Group. They are in the library consulting business. Chris sold the business, and is semi-retired, but might be interested in consulting. There was discussion about going out to bid for this project. Since Simone was the consultant on the original plan, there may not be the need to bid this out. Donna will check with Jeff Baron at Town Hall.

The Friends will hold a Wine and Cheese Social on January 27, 2012, with a snow date of February 3rd. Because wine will be served, the Board must vote on giving permission.

MOTION: Maureen O'Connor Lyons made a motion to endorse the Friends Wine and Cheese Social and give permission to serve wine, Iris Larsson seconded the motion, all were in favor, and the motion passed unanimously with an 8-0 vote.

The Board discussed term renewals: LeeAnn and Neil and both up for renewal, along with a new position to go until 2015.

Paul stated that when he went to the ACLB conference materials given out were noted whether you were a member or not. He asked if the library was a member of the ACLB. It was also questioned where the library is a member of CLA and/or ALA? Donna and Lisa will look into this membership information.

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. ADJOURNMENT

MOTION: Eric Rothauser made a motion to adjourn, Paul Crosswaith seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with a 7-0 vote at 8:32 PM.